



Records Management Guidance

— Benefits of Records Management

**What are benefits of a planned and consistently followed records management program?**

- ❖ Increased efficiency in retrieval of information
- ❖ Measurable increase in staff productivity
- ❖ Increased effectiveness for management, legal counsel, auditors, and public
- ❖ Higher quality and faster service to public
- ❖ Compliance with legal retention requirements
- ❖ Control over creation of new records
- ❖ Records that have met retention will be destroyed
- ❖ Record destruction is accurate and scheduled
- ❖ Reduction in storage and filing equipment expenditures
- ❖ Space savings
- ❖ Maintenance time and costs are minimized
- ❖ Identification and protection of permanent, vital, and historic records

**Note:** Two overall benefits of records management programs are higher productivity and lower costs.

**What are risks of having no records management program?**

- ❖ Wasted staff time to search for requested or required records
- ❖ Wasted resources to store records (equipment and space)
- ❖ Unable to locate records
- ❖ Destruction by neglect
- ❖ Possible loss of permanent or vital records
- ❖ Low presumption that records are complete and/or accurate
- ❖ Possible liability
- ❖ Limited or no continuity of records management

**Note:** Retention schedules provide a minimum time period for records to be kept. There is no obligation to destroy records as they meet retention BUT as long as they exist, an agency is obligated to reference and produce them when requested.

**Additional information regarding records management for Local Government Agencies is available from the  
Local Records Branch at Kentucky Department for Libraries and Archives:**

**[www.kdla.ky.gov](http://www.kdla.ky.gov)**